

IN THE SPECIFICATION:

Please amend the paragraph beginning at page 6, line 26 and ending at page 7, line 14, as follows.

--Reference numeral 4 designates a shutter provided at approximately the same place as the document hitting portion 2B so as to be retractably disposed in a document conveyance path between the feed roller 5 and the separating and feeding portion. As illustrated in Fig. 1 2, the shutter 4 can be moved from a position indicated by the alternate long and two short dashes line underneath a document supporting surface 2C of the supporting stand 2 to a position indicated by the solid line in which a leading edge of the document 13 hits against the shutter 4, when the bundle of documents 13 is aligned as described later. The document 13 can be prevented from entering the separating and feeding portion by the thus-projected shutter 4 during the aligning operation.--